

The purpose of this data collection is to gather information required for Supplemental Textbook Reimbursement by student. The appropriation for Textbook Reimbursement was not fully expended with the fall reimbursement. In accordance with IC 20-33-5-8, school corporations and charter schools may make a supplemental request for reimbursement after April 1 but before May 1 for some or all of the additional costs incurred in providing textbook assistance to additional students who enrolled or became eligible after the initial request was submitted in October 2007.

Audience

Public schools, accredited Nonpublic schools, Freeway schools, and Charter schools should report data for students being educated in grades K-12.

Instructions

Report data for students who enrolled or became eligible for textbook reimbursement after the data submission in October of 2007. Students reported in the October collection should not be reported for the supplemental reimbursement. The cost of textbooks, consumable textbook and workbooks, and developmentally appropriate materials should be reported on the Summary Claim Form. Total student counts on the summary claim form will be populated from the data submitted by student. **An entry into the claim form cannot be made until student data has been submitted. Note: the Summary Claim Form for Textbook Reimbursement is located in the Application Center under Data Transfer> Input Form.**

The **required collection period** begins **April 1, 2008**, through **April 30, 2008 12:00 p.m. (EDT)** which is the final collection date. During this time you are required to submit a file and review the processing results for errors. The file may be in any of the formats contained in this document and must contain all the fields in the order described. In addition, the STN must exist in the STN Lookup in the Application Center. If there are errors or inaccuracies you may correct the data file and resubmit the file until the end of the day of the final collection date. Additionally, you are required to review the reports under Data Verification for accuracy. The reports provided for you should be approved by the responsible person(s).

The **required signoff period** begins **May 1, 2008 8:00 a.m. (EDT)** and will end **May 6, 2008 8:00 a.m. (EDT)**. The Division of Financial Management, Analysis & Reporting requires the Textbook Reimbursement Claim Form be signed by the Superintendent and mailed to their division (see reference section for address). Click on Data Transfer> Input Forms>Textbook Reimbursement Claim Form and then printable view for the report with a signature line and mailing address. The signed report should not be altered in any way. The report must reflect the report totals in the Application Center. **Any corrections or additions to the DOE-TB data after returning the printed report will require another signed and returned report.**

This layout is the same layout posted and used in October 2007.

Supplemental Textbook Reimbursement

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: Yes	The stn number must exist in the STN Lookup
2	Student Last Name	20	Allowable Characters Are: A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space Required Field: YES	The name suffix should not be included in this field. Any occurrence of a name suffix in the last name (Jr, Sr, etc) will automatically be separated from the last name when the file is processed.
3	Student First Name	15	Allowable Characters Are: A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space Required Field: YES	
4	Living with Parent	1	Student lives with Parent or Guardian Allowable values are: Y or N Required Field: Yes	

Supplemental Textbook Reimbursement (DOE-TB)

Version 03.25.08

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
5	Grade Level	2	<p>Data Type: Alpha-Numeric</p> <p>Allowable values are: KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult</p> <p>Required Field: Yes</p>	<p>Pre-Kindergarten (PK) are <u>NOT</u> reported for Textbook Reimbursement.</p> <p><u>Grade 12+/Adult:</u> These may be students who received <i>Certificates of Achievement</i> or <i>Course Completion</i> and who have returned for further education and to possibly earn a regular or other diploma. Adult students attending Adult Education Programs and being reported to Adult Education should not be reported on the DOE-TB.</p> <p>Eligible Grade 12+/Adult (13) that can be reported on the DOE-TB will be COUNTED in Grade 12. Schools should report Textbook reimbursement for students being educated in grades K-12.</p>
6	TANF or Food Stamp Case Number	16	<p>Allowable values are: 0-9, A-Z Blank</p> <p>Required Field: Yes</p>	<p>Example: 1010003333ADCR02 for TANF 101003333FS02 for Food Stamps</p> <p>Blank when Social Security supplied in field 7 or field 9=Y</p>
7	Social Security Number of Adult Household Member	9	<p>Allowable values are: 0-9 Blank</p> <p>Required Field: Yes</p>	<p>Parent or Guardians Social Security Number</p> <p>Blank when TANF or Food Stamp number supplied in field 6 or field 9=Y</p>
8	Free/Reduced Meals	1	<p>Does the student qualify for Free or reduced meals?</p> <p>Allowable values are: Y or N</p> <p>Required Field: Yes</p>	
9	No SSN	1	<p>The Parent or Guardian <u>does not</u> have a Social Security Number.</p> <p>Allowable values are: Y or N</p> <p>Required Field: Yes</p>	<p>Y = Yes, field 7 <u>does not</u> contain the SSN</p> <p>N = No, field 7 contains the SSN</p>
10	School Number	4	<p>State Assigned School ID</p> <p>Required Field: Yes Optional for Public schools Required for nonpublic schools</p>	School building where the student is located.

References:

STN Calendar

Definitions and instructions (Supplied by the Division of Financial Management)

Indiana School Laws and Rules

Mailing Address for the **Report of Supplemental Textbook Reimbursement for the 2007-2008 School Year**
 Office of Financial Management, Analysis & Reporting
 Room 229, State House
 Indianapolis, IN 46204-2798

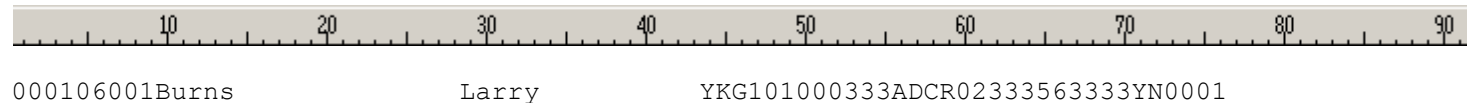
Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

000106001,Burns,Larry,Y,KG,1010003333ADCR02,333563333,Y,N,0001

Positional Format



000106001Burns Larry YKG101000333ADCR02333563333YN0001

XML Format

Format excluding the school number

Note : The corporation number <Corporation Id> is an additional field on all XML Files and is required.

```
<XIF_TBData>
  <Corporation Id="">
    <Student STN="">
      <StudentInfo Last="" First="" Grade="" LiveParents="" />
      <ParentInfo TANF="" SSN="" FreeMeal="" NoSSN="" />
    </Student>
  </Corporation>
</XIF_TBData>
```

Format including the school number

```
<XIF_TBData>
  <Corporation Id="">
    <School Id="">
      <Student STN="">
        <StudentInfo Last="" First="" Grade="" LiveParents="" />
        <ParentInfo TANF="" SSN="" FreeMeal="" NoSSN="" />
      </Student>
    <School Id="">
  </Corporation>
</XIF_TBData>
```

CHANGE HISTORY

The following section contains a history of changes made to the DOE-TB Data layout from the prior version.

Version	Change History
03.25.08	Copied DOE-TB for Supplemental Textbook Reimbursement, same layout different collection date.
	Start of 07-08 Collection